

Instruction to join Harbor Cove Timeshare Owners Association annual meeting

Please follow the instructions below to join the Harbor Cove Timeshare Owners Association annual meeting on Saturday December 16, 2017 from 11 AM to 1 PM. There are three options for participation in the meeting. If you use your personal computer or mobile device, you will be able to listen to the conference, speak, and see any files we are sharing on your screen. If you chose, you may also join by phone but will not have the file sharing capability. If you plan to use your mobile device, please download the software prior to the meeting to insure you are not delayed while software is being downloaded. The Free Conference Call application can be downloaded at any time. No software download is required if you use your computer. Approximately 10 minutes before the start of the meeting, join the call using the call ID 806-415-669 and the instructions below. If you would like to test the system prior to the meeting, I will activate the meeting starting at 10:30 AM on Saturday, December 16, 2017. You will be able to try the conference system before the main meeting starts.

If you will be using a personal computer to join

- 1) Go to www.freeconferencecall.com
- 2) Click on "Online Meetings" on the white menu bar at the top of the web page.
- 3) Click "Join Meeting" on the drop down menu
- 4) Enter 806-415-669 in the "Online Meeting ID" box and click "Submit" button.
- 5) Enter your name and email address in the appropriate boxes and click "Join". You will see a box asking to download software. This is necessary if you want to use your computer to hear the conversations and speak to other participants. If you do not download the software, you will need to call in using the call in number to join the meeting conversations.
- 6) Once linked into the meeting, you will see a control panel at the top of the screen and see a screen share with a Harbor Cove slide. Click on the telephone symbol and when prompted chose audio preference "MIC and Speakers".
- 7) You should hear the Free Conference Call greeting. Please announce that you have joined the meeting.

If you are using a mobile device

- 1) Download the free conference call app
- 2) Open the free conference call app and log in
- 3) Click on join a meeting. When prompted, enter the meeting ID 806-415-669. Select internet for audio preference if your phone is linked to your internet service.
- 4) Once you have joined the meeting you will be able to see video of files that the Board will be sharing and also hear audio from the meeting.
- 5) When you hear the Free Conference Call greeting, please announce that you have joined the meeting.

If you don't have a mobile device or personal computer, you can still join the conference call via phone.

- 1) Call the dial in phone number (515) 739-1030 (note this is not a toll free number)
- 2) When prompted enter the meeting ID 806-415-669
- 3) Once you have joined the meeting you will be able to hear and speak during the meeting. Please mute your phone if possible to minimize disturbances.